

AGENDA



Recommendation for Council Action (Purchasing)

Austin City Council	Item ID:	10162	Agenda Number	36.
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Meeting Date:	October 20, 2011
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Department:	Purchasing
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Subject

Authorize award and execution of a 60-month service contract through the State of Texas Department of Information Resources (DIR) with XEROX CORPORATION, Austin, TX for the lease of multi-function document imaging machines and managed services in an estimated amount not to exceed \$1,636,887.

Amount and Source of Funding

Funding in the amount of \$238,958 is available in the Fiscal Year 2011-2012 Operating Budget of the Austin Police Department. Funding in the amount of \$33,459 is available in the Fiscal Year 2011-2012 Operating Budget of the Austin Convention Center Department. Funding in the amount of \$27,678 is available in the Fiscal Year 2011-2012 Operating Budget of the Neighborhood Housing and Community Development Office. Funding for the remaining forty-nine months of the original contract period is contingent upon available funding in future budgets.

Fiscal Note

There is no unanticipated fiscal impact. A fiscal note is not required.

Purchasing Language:	Cooperative Purchase
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Prior Council Action:	
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For More Information:	Sai Xoomsai, Buyer I, (512) 972-4017
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Boards and Commission Action:	
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MBE / WBE:	This Cooperative Contract is exempt from the MBE /WBE Ordinance. This exemption is in compliance with Chapter 2-9C of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this contract.
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Related Items:	
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Additional Backup Information

This contract is for the lease, installation and maintenance of 42 multi-function document imaging machines for the Austin Police Department, 8 multi-function document imaging machines for the Austin Convention Center Department, and 6 multi-function document imaging machines for the Neighborhood Housing and Community Development Office.

Multi-function document imaging machines function as network printers, copiers, scanners, and fax machines. Each device is capable of performing multiple functions at one time. Cost savings will be achieved as these departments phase out the majority of their current fax machines, desktop printers, network printers, and scanners. Consolidating redundant rental contracts, invoices, vendors, and a wide variety of supply inventories will reduce the overall costs associated with document imaging.

Xerox will also provide managed services to these departments including a monthly pool of impressions, both black/white and color, that will be shared by the units in each department. This protects against overage charges for units that periodically exceed the traditional single-machine impression limit. Additional services included in this contract include help-desk support, proactive alerting for repair calls, automated supply ordering, automated meter read submission, and automated monthly usage and maintenance reporting.

The Purchasing Office is currently working with Communications and Technology Management and the Office of Sustainability to prepare a Request for Proposal that will result in a master managed services contract for use by all City Departments. This contract will function as a model for the Citywide contract rollout.

Xerox Corporation is contracted through the State of Texas, Department of Information Resources to provide document imaging equipment and services to public entities statewide as a result of a competitive bidding process.